



## EDUCATION ASSISTANCE POLICY

<b>Policy Owner:</b>	<i>Human Resources</i>	<b>Effective Date:</b>	<i>April 2023</i>
<b>Contact:</b>	<i>Human Resources Business Partner</i>		

### Objective/Purpose

To promote the professional development of Intact Insurance Specialty Solutions employees.

### Policy Statement

Intact Insurance Specialty Solutions supports the professional development of our employees to enhance their knowledge, strengthen their performance and bolster career development. Intact Insurance Specialty Solutions offers educational assistance to employees pursuing approved industry and professional development courses and/or studies through accredited institutions of higher learning.

### Summary

Intact Insurance Specialty Solutions provides reimbursement (up to specific limits) for:

- College Tuition and certain Defined Expenses
- Industry Courses and Seminars

### Eligibility

There are eligibility requirements that must be met by the employee before educational expenses will be considered. Subject to manager approval:

- Employees can begin industry courses that are not part of a college degree program any time after the first day of employment.
- Employees can begin participating in the tuition reimbursement program after six months of employment.
- Employees should not be on any progressive disciplinary action at the commencement of the program.

The following are the requirements for graduate and undergraduate programs as well as courses and seminars:

<b>Course Type</b>	<b>Requirements</b>
Undergraduate	Business related and manager approved.
Graduate	Business related and manager approved. Specifically related to the employee's job and will assist in the employee's professional development.
Non-degree or seminar	Manager approved. Specifically related to the employee's job and will assist in the employee's professional development.

### **Reimbursement**

Reimbursement is based on the employee's Net Expense. Any funds received from outside sources will be deducted from the total tuition expense, such as:

- Pell grants
- Scholarships, or
- Other outside sources

Tuition Fees that are **Not** Reimbursable - Examples of the fees that are **excluded** from this policy include, but are not limited to:

- Late Enrollment Fees
- Pre-Graduate Fees
- Transcript Fees
- Parking Fees
- Athletics Fees
- Student Health Insurance Fees
- Student Center Fees
- Tuition Refund Plans
- Deferred Payment Fees
- Community Service Programs
- Interest Expense
- P.O. Box Rental Fee
- Laptop Purchase or Rental fees
- Housing fees
- Connectivity fees

### **Industry Education**

The policy covers 100% of costs incurred by the employee. Unlike tuition, industry education is eligible for immediate reimbursement through expense report submission. Once the employee provides proof of enrollment and payment. For the program to be eligible, it should:

- Be planned and budgeted for prior to registration year, manager approval is required in advance and cost, capacity and employee status will be considered.
- Be approved by the employee's manager through a formal email stating approval at the time of registration.

In addition, Intact Insurance Specialty Solutions allows uncharged paid time off for employees to attend exams during regularly scheduled workdays.

**Note:** Intact Insurance Specialty Solutions does not pay for the expense of exam retakes due to course failure or incompleteness.

### **College Tuition and Related Expenses**

#### Eligibility

There are eligibility requirements that must be met by the employee before educational expenses will be considered:

- Employees can begin participating in the tuition reimbursement program after six months of employment.
- *Employees should not be on any progressive disciplinary action.* Employees must receive written (in email) approval by their manager prior to registration.

#### Reimbursable Expenses

Intact Insurance Specialty Solutions provides reimbursement for college tuition, and certain related expenses including books (see exclusions outlined above under Reimbursement). Employees are responsible for their tuition obligation. Tuition is reimbursed with proof of satisfactory completion and paid cost for each specific course. The reimbursement request must be submitted within 60 days of finishing the last course for a given year.

Satisfactory completion is defined as follows:

- Undergraduate Level Courses requires a grade of C or better for each approved course.
- Graduate Level Courses requires a grade of B- or better for each approved course.
- Non-degree courses and programs require a grade of C or better or proof of successful completion where no grade is given.
- Where grades are "Pass/Fail", the student must "Pass" the course.

Proof of Successful Completion of a course requires one of the following:

- Passing an industry administered exam,
- Receiving a passing grade from an accredited institution, or
- Receiving a certificate of completion.

#### Proof of Eligibility

Intact Insurance Specialty Solutions will provide proof of reimbursement eligibility if it is required by the college/university, but employees are individually liable for all expenditures and Intact Insurance Specialty Solutions will not pay any course fees or expenses directly to the college or university. All payments are the responsibility of the employee and Intact Insurance Specialty Solutions will reimburse the employee for approved college tuition expenses via payroll.

#### Limits and Restrictions

The maximum reimbursement is the IRS cap of \$5,250.00 gross per employee per calendar year, during the time frame in which the course or program is being completed. Reimbursement is payable through payroll (request submitted to the HRSC), which includes:

- Tuition
- Books and
- Approved fees (registration and lab fees)

#### Deferred Payment

Intact Insurance Specialty Solutions is not responsible for deferred payments or late fees.

#### Tuition Repayment Upon Termination

Employees must repay Intact Insurance Specialty Solutions for any monies paid for a course if:

- The employee leaves Intact Insurance Specialty Solutions (either voluntarily or for cause) within 1 year of receiving reimbursement.

## Employee Section

### College Tuition Reimbursement

#### Before you Begin

First, you should have a conversation with your manager before you sign up for any college course. In addition to talking with your manager about continuing education, you must formally document your manager's approval through an email request. Here's how:

Step	Action
1	Complete the external education request [attached at the end of this policy] including title of course, amount of tuition and proposed completion dates.
2	Send the external education request via an attachment to an email to your respective manager for approval.
3	Save a copy of the email in your two-year email archive.
4	Retain a copy of the approval for up to a year after the course is completed.

Follow this process after you have completed an approved course:

Step	Action
1	Send a paper-based copy or email a scanned attachment of the original approved external education request email to HRSC for processing. You must include proof of successful completion and cost as defined.
2	HRSC processes the reimbursement through payroll with the regular bi-weekly pay.

### How to Process an Industry Education Reimbursement

#### Before you Begin

You must receive manager approval before signing up for a course. Here's how:

Step	Action
1	Complete the external education request [attached to this policy] including title of course, amount of tuition and proposed completion dates.
2	Send the external education request via an attachment in email to your respective manager for approval.
3	Save a copy of the email in your two-year email archive.
4	Retain a copy of the approval for up to a year after the course is completed.
5	<b>Note:</b> Once your manager has approved your request, you may enroll in the course/exam and submit for immediate reimbursement through PeopleSoft Financials as an Expense Report.

# Manager Section

## Overview

As a manager, it is your responsibility to plan and budget for courses, seminars, and tuition reimbursement. It is also your responsibility to review the employee training request to ensure that it meets the development needs of your employee and all the eligibility requirements.

## Approving Education Requests

Once your employee sends you an education request email for your approval, please follow these steps:

Step	Action
1	Review the requested course and the expense to ensure that it meets eligibility requirements.
2	Approve or Deny the request verbally (in person, via phone or web) and then follow up responding to the email. The employee will need your approval in writing before they can be reimbursed.

# Intact Insurance Specialty Solutions

## External Education Request

Personal and Billing Information	
Today's Date	
Requested By (Name)	
Employee ID	
E-mail	
School and Address	
Course/ Seminar Information	
Course title / number	
Description	
Course Date(s)	
Price	
Books	
Other Expense (explain)	
Total Price	
Signatures	
Notes	
Requestor's Signature	
Manager's Signature	

\*Please retain for your records and when submitting for reimbursement.